



DEPARTMENT OF THE NAVY

NAVAL DENTAL CENTER

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NAVDENCENS DIEGO INST 1601.1N

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NAVDENCEN SAN DIEGO INSTRUCTION 1601.1N

Subj: COMMAND WATCH ORGANIZATION

Ref: (a) U.S. Navy Regulations, 1990
(b) MANMED 6-29
(c) NAVDENCENS DIEGO Watchstanders Guide (WSG)

Encl: (1) Southern Clinics Standard Operating Procedures (SCSOP)

1. Purpose. To set forth the organization, duties and responsibilities of the Command Watch Organization (CWO) in accordance with references (a) and (b). Enclosure (1) discusses the general responsibilities and duties of watch personnel.

2. Cancellation. NAVDENCLINICINST 1601.1M.

3. Discussion. The division of the Command Watch Organization reflects the geographic separation of the branch clinics. The watch section for the southern clinics is maintained at Branch Clinic, Naval Station. Branch Clinics located at China Lake, Monterey, Lemoore, and Fallon maintain an individual duty section. The branch clinics at Point Mugu and Port Hueneme have individual enlisted duty sections and a combined dental officer watch.

4. Policy. Scope of the Watch. Senior Watch Officer (SWO), Senior Enlisted Watch Coordinator (SEWC), are exempt from standing watch. Dental Officers that are Commanders (including selectees but not including Branch Directors) will be assigned as Command Duty Officer (CDO), as numbers permit; Lieutenant Commanders and Lieutenant Dental Officers (except Branch Directors) will stand duty as Officer-of-the-Day (OOD). All Medical Service Corps Officers (LT and below), Senior Chief Petty Officers, and Chief Petty Officers will be assigned as Administrative Watch Officer (AWO). First Class Petty Officers and Second Class Petty Officers will be assigned as Chief-of-the-Day (COD). Third Class Petty Officers will be assigned as Petty Officer of the Watch (POW). Selected Third Class Petty Officers and all non-rated dental personnel will be assigned as Duty Dental Technician (DDT) or Duty Driver (DDD). The SWO and SEWC may temporarily reassign watchstanders when clinic personnel shortages in excess of 30 days are experienced due to Permanent Change of Station (PCS) orders. Dental Technicians with an NEC of 8732 will be assigned as Duty Dental Repairman (DDR).



5. Responsibilities

a. Command Watch Organization

(1) The watch organization consists of the Senior Watch Officer (SWO), Assistant Senior Watch Officer (ASWO), Senior Enlisted Watch Coordinator (SEWC), Enlisted Watch Coordinator (EWC), the Command Duty Officer (CDO), Administrative Watch Officer (AWO), Naval Station Officer of the Day (OOD), Point Mugu/Port Hueneme OOD, China Lake OOD, Lemoore (OOD), Monterey (OOD), Fallon (OOD), Naval Station Chief of the Day (COD), Command Duty Dental Repairman (DDR), Naval Station Petty Officer-of-The-Watch (POW), Naval Station Duty Dental Technician (DDT), Naval Station Duty Driver (DDD), Point Mugu DDT, Port Hueneme DDT, China Lake DDT, Lemoore (DDT), Monterey (DDT), and Fallon (DDT).

(2) The Branch Dental Clinic, Naval Station, is the senior command watch section. The Southern Clinics Standard Operating Procedure (SCSOP) shall take precedence and provide guidance that addresses command watch responsibilities. The SWO will be responsible for assuring maintenance of the Watchstander Guide (WSG), which will be available to the Naval Station duty section and provides guidance related to administrative issues, maintenance of the Command Journal, physical security, and emergency issues after normal working hours for the southern clinics.

(3) The Branch Directors of the northern clinics are the senior command representatives for their respective clinics and are responsible for watch policy in accordance with this instruction. Branch Directors will develop and adopt standard operating procedures that reflect the intent of the SCSOP. Northern clinic OODs report to the CDO via the appropriate Branch Director on all issues or incidents that occur during a watch which affect the Command's posture.

b. Branch Directors at Naval Station, Point Mugu, Port Hueneme, and China Lake, Lemoore, Monterey, and Fallon will:

(1) Periodically visit/inspect the duty sections.

(2) Address policy/protocol infractions that occur during the watch.

(3) Communicate with the SWO on all matters that concern the watch organization.

(4) Advise the Commanding Officer via the CDO/OOD and Executive Officer on all incidents that occur during a watch which affect the Command's posture.

6. Actions

a. The Branch Director of each northern clinic is directed to prepare policies, standard operating procedures and a branch instruction that are in accordance with the intent of this instruction. Branch Directors will develop a watchstanders guide for promulgating relevant, necessary, and specific information required of their watch section.

b. This instruction is effective immediately.


R. C. MELENDEZ

Distribution:
List 1, Case 1, 2

SOUTHERN CLINIC STANDARD OPERATING PROCEDURES (SCSOP)

General Responsibilities

THE SENIOR WATCH OFFICER/ASSISTANT SENIOR WATCH OFFICER

1. Assignment. The Senior Watch Officer (SWO) and Assistant Senior Watch Officer (ASWO) will be appointed by the Executive Officer.

2. Duties and Responsibilities

a. Generate and distribute a monthly watch bill for CDO and Naval Station OOD. The watch bill will be submitted to the Executive Officer for approval no later than the 20th of the month prior to its effective date.

b. Review and advise the command on policies governing the watch. Maintain the accuracy of this instruction. Coordinate maintenance of the command's Watchstanders Guide (WSG) and Pass Down Log.

c. With the support of the Branch Directors and the assistance of the SEWC, will assure that all watchstanders are thoroughly familiarized with current policies and procedures through training and orientation.

d. Maintain watch bills; record all duty change requests for officers.

e. Communicate with the SEWC regarding the watch.

f. Inform CDOs of unlicensed OODs on their watch.

g. Conduct unannounced, random inspections of the duty section.

THE COMMAND DUTY OFFICER

1. Purpose. The Command Duty Officer (CDO) is the senior duty officer who represents the Commanding Officer and is responsible for the Command after normal working hours. To accomplish this responsibility, the CDO is guided by Command and higher directives. The CDO will receive complete cooperation from all subordinate watchstanders.

2. Assignment. The CDO is assigned by the Senior Watch Officer (SWO) and approved by the Executive Officer.

3. Place of Duty. Building 3230, Naval Station. The CDO must provide BDC Naval Station duty section with current home telephone number and beeper number (when utilized) before departing the Command to assume the telephone watch. The CDO will keep the BDC Naval Station duty section advised of any change in whereabouts at all times.

4. Responsibilities. The CDO will:

a. Be familiar with Command policies and directives.

b. Be available by telephone to provide advice and assistance to the all branch clinic OOD's in administering the affairs of the Command and to provide clinical support at Naval Station as needed.

c. Be aware of any unlicensed OODs on their watch. Unlicensed OODs must contact the CDO before initiating patient treatment in order to:

(1) Discuss each patient's diagnosis, proposed treatment, necessary medications and patient follow-up instructions.

(2) Request permission to provide the discussed treatment and medications under the CDO's license and credentials.

d. Apprise the Commanding Officer via the Executive Officer of all unusual circumstances/events that occur during the watch period and ensure that all significant information is passed on to their relief.

e. Notify the SWO of all discrepancies noted by any of the duty sections.

f. Perform other duties as may be directed by appropriate authority or as outlined in the Command's WSG and the Passdown Log.

THE OFFICER OF THE DAY

1. Assignment. The Officer of the Day (OOD) is the junior officer member of the watch section assigned to patient care and administrative duties.

2. Place of Duty. Building 3230, Naval Station.

3. Authority. When the CDO is ashore, the OOD is the senior onboard representative of the Commanding Officer.

4. Duties and Responsibilities

a. The OOD will immediately notify the CDO of any of the incidents listed below. The CDO in turn shall notify the Commanding Officer, the Executive Officer, and/or the Command Master Chief and provide them with as much information as possible regarding the incident reported.

(1) Fire/explosion/bomb threats involving any Naval Dental Center, San Diego building (including Branch Clinics).

(2) Arrest of any staff member or infraction of the UCMJ committed by a staff member.

(3) Hospital admission to the Serious/Very Serious List or death of any staff member.

(4) Building problems such as problems with electrical power, telephone, water, elevator, etc., which may affect the operation and/or mission of the Command. In addition, the Commanding Officer, the Executive Officer, the Command Master Chief and respective Branch Director will be notified of emergency leave granted by the Command Duty Officer to a staff member due to death or serious hospitalization in the member's immediate family or the immediate family of the member's spouse.

(5) Any other irregularities not covered in the above discussion are to be reported to the CDO for action.

b. Be familiar with Command organization, directives and policies. The AWO will provide assistance in this regard.

c. Be familiar with the duties and responsibilities of subordinate watchstanders.

d. Make security rounds of BDC Naval Station, when not involved in patient care, with the COD to ensure that Command property is properly secured.

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e. Ensure that a concise, complete record is documented in the Command Journal of routine and other significant events that occur at all BDCs is maintained.

f. Advise the CDO of all matters not routine in nature which may require attention.

g. Maintain contact with the COD on all matters that may require action.

h. Ensure that the Command Emergency Recall System is activated when directed by the Commanding Officer.

i. Report all unusual significant events that occurred on the watch to the Executive Officer by 0800 the next working day.

THE SENIOR ENLISTED WATCH COORDINATOR

1. Assignment. The Senior Enlisted Watch Coordinator (SEWC) will be a senior enlisted appointed by the Executive Officer.

2. Duties and Responsibilities

a. Generate a monthly watch bill for COD, POW, DDT, and DDD. Submit to the SWO for approval and forward to the Command Administration Department at least 15 days prior to effective date.

b. Approve/disapprove and record all change of duty requests for enlisted personnel and ensure each change is submitted in a timely manner to be reflected in the POW. Any request for exchange of duty will be submitted to SEWC via branch EWC on NAVPERS 1336/3, Special Request Authorization form.

c. Conduct unannounced, random inspections of the duty sections.

d. Ensure proper indoctrination and training of enlisted watchstanders has been provided.

e. Serve as point of contact for questions and problems concerning enlisted watchstanding.

THE CHIEF OF THE DAY

1. Assignment. All First Class Petty Officers and Second Class Petty Officers assigned to Naval Dental Center, San Diego will be assigned as Command Chief of the Day (COD). The COD will stay onboard until 1730 on weekdays and 1000 on weekends and holidays. After ensuring all routine tasks have been completed and ensuring the Petty Officer of the Watch (POW) is capable of carrying out further routine matters, and upon approval of the OOD, the COD may assume a telephone/beeper watch from his/her local residence. While on telephone/beeper watch, the COD must remain within a 30-minute travel radius of BDC Naval Station. At all times, the COD will remain informed of incidents as they occur, and remain available and responsive to the watch section.

2. Place of Duty. Building 3230, Naval Station.

3. Duties and Responsibilities

a. Provide military, professional, and administrative assistance to the CDO/OOD.

b. Be knowledgeable of command organization, directives and duties of subordinate watchstanders, assisting and training when required.

c. Muster and inspect all enlisted members of the duty section. Maintain good order and discipline of subordinate watchstanders.

d. Ensure cleanliness of all assigned grounds and duty spaces.

e. Report to Chief Master-at-Arms (CMAA) no later than 15 minutes prior to the close of normal working hours on workdays to receive any special instructions to be passed on to the duty section. The COD for weekends and holidays will report to Chief Master at Arms (CMAA) no later than 1600 on last work day before duty for any instructions.

f. Prior to assuming the watch, perform security rounds of assigned duty areas and note discrepancies. Discrepancies will be noted in the Command Journal or brought to the attention of the OOD or appropriate personnel during normal working hours.

g. Hold morning and evening colors with duty section personnel.

h. If off-going, report onboard no later than 0530 on workdays and 0630 on weekends and holidays to complete rounds,

prepare the Command Journal, and open the clinic for daily, weekend, or holiday routine.

i. Transcribe the Command Journal in accordance with the SCSOP, the WSG, and the Passdown Log. Submit journal to the OOD no later than 0645 each workday and 0700 on weekends and holidays for verification and signature, and routing to the Executive Officer. On workdays, the COD will personally submit the Command Journal to the Director of Dental Center Administration for review and signature prior to securing from a duty status.

j. Relieve the POW as required.

k. Utilize the security checklist to ensure that all tasks are performed.

l. Make periodic telephone checks with the duty section when not onboard.

m. On weekends, holidays, or after normal working hours, carry out the following when the POW, DDT, or Duty Driver is placed on Sick-in-Quarters status:

(1) Report within 30 minutes to the BDC Naval Station upon notification.

(2) Notify the OOD and log the occurrence in the Command Journal.

(3) Remain onboard until the appropriate supernumerary is onboard and has properly assumed the duties of the relieved watchstander.

THE ADMINISTRATIVE WATCH OFFICER

1. Assignment. All Medical Service Corps Officers (O3 and below), Master Chief Petty Officers, Senior Chief Petty Officers, and Chief Petty Officers will be assigned as the Administrative Watch Officer (AWO). The AWO will stand a one week watch which will begin on Monday and end on the following Monday. AWO watch assignments will be made by the most senior Medical Service Corps Department Head.
2. Place of Duty. The AWO watch will be a telephone/beeper watch. The AWO will keep the BDC Naval Station duty section advised of his/her whereabouts at all times.
3. Responsibilities. Provide advice and assistance to the CDO and the OOD regarding all functions related to administrative matters and the implementation of policy and standards pertaining to management functions.
4. Organizational Relationship. The AWO reports to the CDO.

THE COMMAND DUTY DENTAL REPAIRMAN

1. Function. The Command Duty Dental Repairman (DDR) is responsible for responding to calls for emergency service involving dental equipment and associated ancillary equipment which support patient care operations. Emergency support is available to all Naval Dental Center, San Diego facilities and those units in the San Diego geographic area (ashore and afloat) without dental equipment repair capabilities. The DDR shall be responsible for ensuring that all interruptions to patient care be minimized or prevented to the maximum extent possible.

2. Assignment. The DDR shall be a dental technician with a NEC of 8732 or, a dental technician who has completed the DDR Personal Qualification Standard (PQS). The DDR Watchlist shall be prepared by the Repair Division Officer and reviewed by the Head, Supply Department prior to submission to the SEWC for inclusion in the Command Watchbill for subsequent approval.

3. Hours. The DDR watch is assumed for a seven (7) day period commencing at 0645 each Monday. During normal working hours, assigned watchstander will be dispatched following current policy by the Repair Division, and will muster in person or by telephone (if on a repair call) with the OOD/COD by 1615 each workday. On weekends and holidays, muster will be in person or by telephone by 0715 each morning.

4. Place of Duty. The DDR will be on-call in their quarters unless on an emergency call, and will be provided with a beeper to be used only when away from a telephone. Whenever the beeper is to be used, the POW will be notified to verify that the beeper is functional.

5. Duties and Responsibilities

a. Submit to the OOD/COD a report of the problem(s) and corrective action(s) taken for inclusion in the Command Journal at the conclusion of assistance, including arrival and departure times at emergency sites.

b. Ensure notification of CDO in the case of problems concerning NDC, San Diego buildings that are beyond the scope of the DDR. Upon approval by the CDO (because funds will be required), emergency repairs can be initiated by contacting the affected base OOD who will notify the duty Public Works Center (PWC) staff and authorize overtime.

c. Ensure all resources possible are utilized to minimize the disruption to patient care.

d. Advise the branch watchstander and the COD of all disruptions to patient care that will occur due to equipment downtime.

e. Ensure all appropriate (Medical/Dental Equipment Maintenance Record, NAVMED 6700/3) entries are made in the Equipment Service Jackets no later than the next normal workday.

f. When contacted, advise the OOD/COD of estimated arrival time at location needing emergency dental repair service. The estimated time will be relayed to the point of contact for the location needing repairs.

6. Protocol for Emergency Requests. Requests for emergency dental repair support will be made to the OOD/COD. Requests will contain as much of the following information as possible:

a. Requester - Name and Rank.

b. Clinic requiring support - i.e., Branch Dental Clinic, Naval Station, or ship name if requester is a shipboard dental department.

c. Building number.

d. Point of contact - Name and phone number.

e. Equipment requiring repair.

f. Description of problem.

g. Equipment location - room number etc..

h. Equipment serial number.

i. PA/Minor Property number.

THE PETTY OFFICER OF THE WATCH

1. Assignment. An on-board Petty Officer of the Watch (POW) will be assigned by the SEWC from the Third Class Petty Officers.
2. Place of Duty. Building 3230, Naval Station.
3. Duties and Responsibilities
 - a. Maintain access to and have working knowledge of command directives and administrative procedures as outlined in the CWSOP.
 - b. Provide administrative or dental procedure assistance as required.
 - c. Maintain an accurate Command Rough Log.
 - d. Provide the DDT and DDD with proper guidance and instruction pertaining to the watch.
 - e. Make routine security rounds as detailed.
 - f. Perform other duties as may be directed by the CDO, OOD, COD or appropriate authority.
 - g. Coordinate with the DDT and Duty Driver meal relief. A maximum of one hour each for noon and evening meals is allowed.
 - h. Perform other duties as directed by the OOD or COD.

THE DUTY DENTAL TECHNICIAN

1. Assignment. The Duty Dental Technician (DDT) is an onboard watch assignment for all E-4 and below dental personnel.
2. Place of Duty. Building 3230, Naval Station.
3. Duties and Responsibilities
 - a. Receive patients and assist the OOD in their treatment.
 - b. Maintain an accurate Rough Log in the absence of the POW.
 - c. Maintain the Command Journal and perform other administrative and clinic duties as defined by the SCSOP, WSG, and the Passdown Log, or as directed by appropriate authority.
 - d. Conduct rounds as directed by POW, COD, or OOD.
 - e. Clean and properly secure all equipment and spaces utilized during the course of the watch.

THE DUTY DRIVER

1. Assignment. The Duty Driver (DDD) is an onboard watch assignment for all E-4 and below dental personnel. Those persons who are under the age of 26 must have completed the Driver Improvement Course.

2. Place of Duty. Building 3230, Naval Station.

3. Duties and Responsibilities

a. To assist in all duty section transportation requirements of the Command, or any other Command transportation requirements occurring after hours.

b. If a dental technician, receive patients and assist the DDT and OOD in patient treatment.

c. Maintain the Rough Log in the absence of the POW and DDT.

d. Assist the DDT in cleanup and proper securing of all equipment and spaces utilized by the duty section.

e. Conduct rounds as directed by the POW, COD, or OOD.

f. Coordinate with DDT and POW for meal relief. A maximum of one hour for noon and evening meals is allowed.

g. Perform other duties as directed by the POW, COD, or OOD.

SOUTHERN CLINICS STANDARD OPERATING PROCEDURES (SCSOP)

General Duties

1. The duty will be assumed for a 24-hour period and commence at 0645 on workdays, and 0715 on weekends and holidays at BDC Naval Station; The AWO and CDDR will muster at the inception of the watch on Monday for a one-week period and are exempted from the following provisions.

2. BDC Naval Station Watch

a. Workdays

(1) All watchstanders, with the exception of the CDO, will assume their watch in person at 0645. The oncoming CDO and other watchstanders not stationed at BDC Naval Station, will muster either in person or by telephone (556-8240/41) with BDC Naval Station not later than 0645 to assume their respective watches. Between 0645 and 1615 the Administrative Office will function as the Command Watch and maintain all journal entries. On normal workday, the evening watch will be assumed at 1615 on Monday through Thursday and at 1200 on Fridays. The oncoming CDO will muster in person, at BDC Naval Station not later than 1700 on the day, normally Wednesday, the one-week duty is assumed, to receive CDO reports and review the WSG and the Passdown Log. On other workdays, the CDO will muster by phone to receive 1700 reports. After 1700 reports, the CDO may retire to quarters to assume a telephone/beeper watch. The COD may assume a telephone/beeper watch at 1730, if the situation permits. The OOD may assume a telephone/beeper watch at 2000.

(2) Off-going CDO will muster by phone with the oncoming CDO upon completion of week-long duty to ensure that a proper relief has occurred, and to pass on any significant information. The off-going OOD will muster in person not later than 0645 to ensure proper relief of the duty section, including return of beepers, and to sign the Command Journal. The remainder of the off-going duty section will muster in person no later than 0530.

b. Weekends and Holidays

(1) The CDO will muster with BDC Naval Station in person or by telephone no later than 0800 to receive CDO reports. The CDO may then resume a telephone/beeper watch at his/her quarters.

(2) The oncoming OOD, COD, POW, DDT and DDD will muster in person no later than 0715 to assume watch. The COD may assume a telephone/beeper watch at 0800, if the situation permits. The OOD may assume a telephone/beeper watch at 2000. The off-going OOD will muster in person no later than 0715 to ensure proper

relief of duty section, including return of beepers, and to sign the Command Journal. The remainder of the off-going duty section will muster in person no later than 0630.

3. Absence from or Exchange of Duty

a. Absence from the designated place of duty during a duty period may only be granted by the CDO or OOD for official Command business and only for the amount of time it takes to accomplish the business. In the event that a watchstander becomes ill during duty or the need for emergency leave arises, the supernumerary will replace the absent member as directed by OOD. Supernumerary rotation or specific assignment shall be determined by the SWO and/or EWC.

b. Dental officers desiring exchange of duty must obtain approval from the SWO or, in his/her absence, the ASWO. In the absence of both the SWO and ASWO, permission must be obtained from the Executive Officer.

c. Enlisted personnel of the watch organization will not be absent from their place of duty without the permission of the OOD. All requests for change of duty will be submitted to the SEWC for appropriate action.

d. Meal breaks will be limited to one hour. The OOD will be available by phone/beeper during meal breaks and is authorized to utilize the base enlisted dining facilities. Oncoming duty personnel meal breaks will be limited to noon and evening meals only.

4. Miscellaneous

a. All buildings and spaces will be secured after normal working hours except for designated duty spaces. Access to any secured space will be authorized by the OOD for official business only. A journal entry including rank, name, purpose for requesting space access and space number will be made regardless of rank or position. Individuals may only request access to spaces used in the course of their assigned duties.

b. Duty personnel will be in the Uniform of the Day for the entire watch period. Gowns/scrubs will only be worn during patient treatment.

c. Visitors are permitted only during meal breaks.

d. Food will not be permitted at the duty reception desk area, but may be consumed in the appropriate lounge areas.

e. Telephone/beeper watches

(1) The OOD and COD may only assume a telephone/beeper watch provided they can return to BDC Naval Station within 30 minutes of notification.

(2) All watchstanders are responsible for ensuring their respective watch sections have a current telephone number or beeper number when in an "on-call" status. All watchstanders utilizing a beeper must request a beeper check from the duty section to ensure it functions properly, prior to departure.